

GENERAL SERVICES ADMINISTRATION

TRANSMITTAL LETTER NO.

Washington 25, D. C.

---

REGULATIONS OF THE GENERAL SERVICES ADMINISTRATION  
TITLE 1 PERSONAL PROPERTY MANAGEMENT

---

To: Heads of Federal Agencies

1. Material Transmitted

Attached is Chapter VIII of Title 1, Personal Property Management, Regulations of the General Services Administration. Chapter VIII prescribes the policies and methods for the repair and maintenance of office furniture and office machines.

2. Changes

Chapter VIII replaces material previously contained in section 4 of Personal Property Management Regulation No. 18, Revised January 9, 1952, governing typewriter repair facilities, and extends the scope to include office machines and office furniture.

3. Effective Date

The Regulations transmitted herewith are effective

JESS LARSON  
Administrator

DRAFT - FOR DISCUSSION PURPOSES ONLY

:Concurrence or suggestions for changes are:  
:requested by February 20, 1953. If reply :  
:is not received by that date, your concur-:  
:rence will be assumed.

## CHAPTER VIII REPAIR SHOPS AND REPAIR FACILITIES

### PART 1 GENERAL PROVISIONS

#### SECTION 101.00 GENERAL

101.01 Scope. This Chapter prescribes the policies and methods governing the repair and maintenance of office furniture and office machines, and the operation of office furniture and office machine repair shops or facilities within the continental United States (excluding Alaska).

101.02 Care and Preventive Maintenance of Office Machines. Executive agencies shall take appropriate steps to assure adequate care and preventive maintenance of office machines, with the performance of mechanical repairs restricted to personnel who have had adequate training for the task to be performed.

PART 2 MAINTENANCE, REPAIR AND RECONDITIONING

SECTION 201.00 OFFICE MACHINES AND FURNITURE

201.01 Existing Facilities. Executive agencies shall make maximum use of all existing Government-owned or operated facilities for the repair of office machines (including typewriters) and office furniture, when such facilities are available. Existing facilities will be considered available when there is sufficient capacity to accomplish the work required, and when use of such facilities permits economical pickup and delivery without excessive packaging, crating and transportation costs. The use of Department of Defense facilities by other agencies in connection with the foregoing will be limited to complete reconditioning or depot maintenance.

201.02 Government Contracts. When existing facilities are not available, use should be made of:

- a. Current existing government contracts which permit use by other agencies, including Federal Supply Schedule repair and maintenance contracts.
- b. Local commercial sources.

201.03 Additional Facilities. No additional Government-owned or operated facilities shall be established unless the agency head, or his designee, determines it is clearly impossible to obtain the required services at a reasonable cost from other Government or commercial facilities. Justification and plans for additional facilities to be established shall be submitted for approval to Federal Supply Service, General Services Administration, Washington 25, D. C.

These restrictions, however, do not preclude the Department of Defense from establishing and manning authorized Tables of Organization and Equipment type facilities to assure the availability of trained military maintenance personnel for dispatch to overseas areas.

201.04 Notifications. Executive agencies shall furnish to the appropriate regional office of the Administration current information as to all presently established Government-owned and operated facilities engaged in the repair or reconditioning of office machines or furniture. Such information shall include the type of shop operation and its capacity. Information as to Department of Defense facilities will pertain only to reconditioning or depot maintenance facilities.

Administration regional offices will advise agencies, upon request, as to existing repair or reconditioning facilities and term contracts therefor which are available within their respective areas.

STATINTL

Approved For Release 2002/01/07 : CIA-RDP78-03985A000300110018-4

Approved For Release 2002/01/07 : CIA-RDP78-03985A000300110018-4

STATINTL

| TRANSMITTAL SLIP  |           |
|---|-----------|
| (Date)  |           |
| TO:   |           |
| BUILDING  | North 203 |
| REMARKS:<br><i>I believe this<br/>was meant for<br/>your office</i> |           |
| FROM:   |           |
| BUILDING  |           |

FORM NO. 36-8  
SEP 1946

16-65268-1 GPO

STATINTL